

Law Enforcement Training Unit January – June 2015 Training Calendar

Table of Contents • Law Enforcement Training

Municipal Police Academy	2 – 4
Academy Withdrawal and Refund Policy	4
Mandatory In-service Training Classes and Schedule	5 – 7
Law Enforcement Elective Training.....	8 – 11
Forensic Class Information.....	11- 12
Basic Handgun Marksmanship & Safety for Civilians & Laser Shot [®] for Civilians	12 – 13
Instructor Courses.....	13
Lethal Weapons Training	14
Academy Entrance Testing.....	15
Police Agency Testing.....	15
Career Training Opportunities.....	16
Registration with Permission to Bill Form.....	17
Registration Form.....	18
Directions to the Sen. Jeffrey E. Piccola Law Enforcement Complex at HACC.....	18
Accommodations Convenient to HACC	18

Visit <http://www.hacc.edu/publicsafetycenter/index.cfm>.

Law Enforcement Training

For information or suggestions for future courses, please contact:

Beth Dombrowsky, director of law enforcement training, at 717-780-2408 or via email at pbdombro@hacc.edu

Joseph Hogarth, education specialist, at 717-780-2637 or via email at jnhogart@hacc.edu

Cindy Shirk, education specialist, at 717-780-2559 or via email at clshirk@hacc.edu

For more information or questions on the Municipal Police Academy (Act 120), please contact

Margaret (Margie) Santo at 717-780-2562 or via email at mcsanto@hacc.edu

For more information or questions on Lethal Weapons (Act 235), please contact

Diane Scott at 717-780-2738 or via email at descott@hacc.edu

Fax numbers for registration: 717-780-1920 or 717-780-2643

To register via email: spscinfo@hacc.edu

The law enforcement training unit at the Sen. Jeffrey E. Piccola Law Enforcement Complex (PLEC) of HACC, Central Pennsylvania's Community College, continues to strive to offer new training programs. The PLEC continues to provide lethal weapons and probation and parole training as needed by our law enforcement community, as well as entry-level or promotional examinations and oral interview boards and testing services for the Nelson-Denny Reading Test and Police Academy MPOETC Fitness Standard Test, both of which are now required for Municipal Police Academy applicants. Please contact us with any suggestions that would assist you in your educational endeavors. Your ideas are important to us.

Course Schedule Legend

Location: Courses are held at the Sen. Jeffrey E. Piccola Law Enforcement Complex (PLEC) and off-campus at numerous locations. Please refer to your confirmation letter for more specific information regarding class locations.

Day(s): M = Monday; T = Tuesday; W = Wednesday; R = Thursday; F = Friday; S = Saturday; U = Sunday

Municipal Police Academy

As the need for education and training of municipal police officers increases, the PLEC continues to meet this need as a certified law enforcement training center under the Municipal Police Officers' Education and Training Commission (MPOETC), ACT 120.

The HACC full-time July 2015 Police Academy offers a 20-week full-time 754-hour course of instruction designed to provide the recruit with the initial skills and information necessary to begin his/her police career. There is also a year-long part-time program starting January 2016. The course of instruction consists of all major phases of police service and includes a significant component of situational training. The curriculum conforms to the MPOETC standards that became effective Jan. 1, 2001.

Registration

Who

All municipal officers and county detectives must complete the basic training program prior to performing any police-related duty within their department. A number of pre-service recruits may attend the HACC Police Academy on a space-available basis.

When

108th Police Academy July 13, 2015 – November 24, 2015 – Section # 60098; **Tuition: \$3600.00***. Deadline date for application is no later than June 1, 2015. Contact Margie Santo 717.780.2562 or mcsanto@hacc.edu for information or questions.

For those accepted into the HACC Police Academy, there will be a mandatory academy orientation on Monday, July 6, 2015, at the Sen. Jeffrey E. Piccola Law Enforcement Complex in Room 109 from 6 p.m. – 10 p.m.

The tuition for the January 2016 Full-time & Part-time Academies will be \$4730 (subject to change.)

The registration fee for in-service personnel is paid by the registering agency. MPOETC will not pay these fees due to budget cuts. Pre-service recruits are responsible for their own tuition and other expenses. Financial aid may be available for pre-service cadets. Contact the HACC Financial Aid Office at 717-780-2330 to determine eligibility. Contact the HACC Military and Veterans Affairs Office at 717-736.4148 or 717.736.4149 for information on veterans' affairs (VA) benefits.

** Dates, topic outline and tuition amounts are tentative and subject to change.*

HACC, Central Pennsylvania's Community College, in full accordance with the law, does not discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status,

sexual orientation, gender identity or expression, veteran status, or any other legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women. Inquiries should be directed to the Assistant to the President/College Diversity Officer, One HACC Drive, Harrisburg, PA 17110, Telephone (717) 221-1300 ext. 1537.

Municipal Police Academy

- | | |
|--|----------------------------------|
| 1. Introduction to the Academy | 10. Human Relations |
| 2. Introduction to Law Enforcement in Pennsylvania | 11. Crisis Management |
| 3. Physical and Emotional Readiness | 12. Families in Crisis |
| 4. Laws and Procedures | 13. Basic Firearms |
| 5. Defensive Tactics | 14. Operation of Patrol Vehicles |
| 6. Motor Vehicle Law/Accident Investigation | 15. Report Writing |
| 7. Motor Vehicle Collision Investigation | 16. Case Preparation |
| 8. Patrol Procedures and Operations | 17. First Aid and CPR |
| 9. Principles of Criminal Investigation | 18. Handling Arrested Persons |

Please Note: Police departments may reserve a position or positions for the HACC Police Academy for in-service applicants by phoning 717-780-2562. If a department decides to withdraw a registrant, the Sen. Jeffrey E. Piccola Law Enforcement Complex should be notified immediately.

Pre-service recruits must complete all pre-service applications and requirements to be accepted into the HACC Police Academy. Official confirmation requirements and additional information will follow.

Certification: Each in-service police graduate will be eligible for certification by the Municipal Police Officers' Education and Training Commission upon successful completion of the course. Pre-service graduates must apply to the MPOETC when they are hired by a police department. Pre-service graduates are not certified police officers until they receive their certification from the MPOETC.

GRADUATES WILL BE REQUIRED TO PASS A STATE CERTIFICATION EXAMINATION BEFORE BEING CERTIFIED AS POLICE OFFICERS.

The certificate awarded is not one of attendance, but of successful completion. The MPOETC requires a score of 75 percent or higher in each of the modules of instruction, with the exception of first aid and cardiopulmonary resuscitation (CPR), which requires an 80 percent minimum score. All in-service applicants must comply with the MPOETC application procedures. Forms will be supplied by the MPOETC upon request of the police agency. The MPOETC regulations require all police academy applicants to successfully complete the Nelson-Denny Reading Test and attain a minimum score of the 30th percentile in the required MPOETC Fitness Standard Test.

Faculty

PLEC instructors are dedicated professionals possessing considerable academic and practical experience. In fact, 90 percent of the faculty have served or are serving in law enforcement positions.

Pre-service Admission Requirements

Pre-service cadets are accepted into the HACC Police Academy on a space-available basis. Completing the admission requirements does not guarantee admission into the HACC Police Academy. Cadets must:

1. Pay a \$40 fee in order to take the required Nelson-Denny Reading Test and the MPOETC Fitness Standard Test. In the event an individual does not attain qualifying scores on either or both of the tests, an additional fee will be charged each time tests are retaken (\$15 for the Nelson-Denny Reading Test and \$25 for the MPOETC Fitness Standard Test). All fees charged are non-refundable.
2. Be a minimum of twenty-one (21) years of age by the last day of the training program.
3. Attain a qualifying score on the Nelson-Denny Reading Test, which evaluates reading comprehension and vocabulary.
4. Attain qualifying scores on the MPOETC Fitness Standard Test. This test consists of a 300-meter timed run, bench press (weights), one minute sit-ups and a 1½-mile timed run.
5. Report the day of scheduled testing with the following:
 - a. Photo identification.
 - b. The required HACC Physician's Statement form in which a licensed Pennsylvania examining physician and a licensed Pennsylvania eye doctor verifies that the individual is able to participate in the MPOETC Fitness Standard Test and that rigorous physical training is not prohibited. This HACC Physician's Statement form must be completed and dated within six (6) months of the start date of the Academy that you plan to attend.
 - c. Gym clothing, including good quality running shoes.

6. Agree in writing on a form provided by the Sen. Jeffrey E. Piccola Law Enforcement Complex to abide by all rules and regulations established by the PLEC.
7. Show proof of medical insurance. The coverage must run for the duration of the training.
8. A mandatory letter of recommendation from the chief of police in the jurisdiction in which you reside. The letter is to be addressed to the Director of Law Enforcement, Sen. Jeffrey E. Piccola Law Enforcement Complex, and should include the following:
 - a. A statement indicating the chief is unaware of any arrest record for the applicant which would preclude him/her from being employed as a police officer.
 - b. Additional information the chief deems important to the applicant's admission to the HACC Police Academy.
9. Obtain a criminal history check through the Pennsylvania State Police. For online application for the criminal history report (CHRI), go to <https://epatch.state.pa.us/Home.jsp>.
10. Obtain an FBI Criminal History Check: <http://www.fbi.gov/about-us/cjis/background-checks>
11. Obtain a copy of the applicant's complete 10-year driving record from the Pennsylvania Department of Transportation. License Messenger Services are also authorized to conduct this check. For online application, go to: www.dmv.state.pa.us.
12. Submit the following information:
 - a. An application for admission as provided by HACC/PLEC.
 - b. Three (3) letters of reference from non-relatives.
 - c. Three (3) letters of reference from former employers. If you do not have three (3) former employers, you may use a personal/non-relative reference for each employer that you may lack. You must have a total of six (6) references.
13. Complete a psychological examination (MMPI: Minnesota Multiphasic Personality Inventory) and a clinical interview with a licensed Pennsylvania psychologist with the written report to be submitted by the psychologist to the HACC Director of Law Enforcement Training. This must be dated within six (6) months of the start date of the Academy that you wish to attend.
14. Show proof of graduation from high school or have a general education diploma (GED). In addition, a copy of high school transcripts **must** be attached.
15. Submit a copy of military discharge (DD214), if applicable.
16. Submit copies of transcripts from all colleges, technical schools or other schools attended by the applicant.
17. Successful completion of an oral interview conducted by three members of the law enforcement community along with the HACC Director and Coordinator of Law Enforcement Training. Successful completion of the oral interview will have been accomplished if the members, by majority, vote to admit the candidate to the HACC Police Academy. The oral interview will occur approximately two to three weeks prior to the Academy's start date. The PLEC will schedule this interview and you will receive notification of the date and time by mail, provided you have completed all application requirements.
18. Cost for the 20-week July 2015 program will be \$3600. Starting January 2016, tuition for all Academies will be \$4730 (subject to change).
19. There are two full-time Academies each year, one beginning in January and the other in July, plus a part-time Academy beginning in January and ending in December. The part-time Academy will generally operate on Tuesday and Thursday evenings, as well as all day Saturday.
20. Proof of citizenship is required. This is either copy of your current passport **OR** a copy of your driver's license **and** a copy of your birth certificate or Social Security card.

For more information or questions on the HACC Police Academy (Act 120), please contact Margaret (Margie) Santo at 717-780-2562 or via email at mcsanto@hacc.edu.

The HACC Police Academy hereby establishes a Withdrawal and Tuition Refund Policy:

Fees and costs are not refundable to a student who ceases to attend classes without first notifying the HACC Director of Law Enforcement Training. A student who is asked to withdraw or leave the program because of misconduct or violation of rules and regulations will not receive a refund.

A cadet finding it necessary to withdraw from the Academy for legitimate reasons shall receive refunds as outlined below.

1. Until the end of the first full week of class – 100 percent tuition refund.
2. Beginning the second full week of the program, cadets will be charged an hourly rate for their attendance up and until the point of withdrawal or dismissal, at the rate of \$4.75/hour.
3. Tuition must be paid in FULL at the start of the Academy, unless a department or agency is being billed, or unless financial aid or veterans' benefits have been properly applied for and are anticipated to be received. In that case, tuition must be paid in FULL by graduation date. If not, certificate of completion and grade sheet will not be issued until payment is made.

Mandatory In-Service Training

Important Information for 2015

The following programs are not funded by the Municipal Police Officers' Education and Training Commission. They are only available to municipal police officers and county detectives in the Commonwealth of Pennsylvania, unless permission is granted by the MPOETC. Call 717-346-7754 for information on attendance.

The cost of the courses is listed below. You will be required to complete the Permission to Bill Form on page 17 in order to register your officers. This will allow us to bill your agency upon completion of these courses by your officers. We are not permitted to invoice individual police officers. Any questions about billing, please call 717-780-2562.

Note: The mandatory in-service requirement consists of 9 hours of classroom training for 2015. The additional hour listed for each course is for administrative time and testing. You will notice that there are 3, instead of 4 courses this year. Therefore, the second day of training will only be a half day. Police departments are responsible for the remaining hours; however, the training must be approved by the MPOETC. We are anticipating pending approval of all our elective courses by the MPOETC. Also, please note that we are offering (3) 4-hour classes that we could make arrangements to bring to your location at your request. There will be a minimum requirement of 20 officers for the off-site classes. (**Report writing, **Effective Communications, and **Street Level Drugs)

Legal Updates 15-201 (3 hours MPOETC credit) \$15.00

This is a three-hour Mandatory In-Service Training (MIST) Program course. The block of training is a staple in the MPOETC MIST Program and will cover important legal issues affecting and important to municipal police officers throughout the commonwealth. This training program will cover topics such as: Changes and Updates to the Crimes Code; Changes and Updates to the Vehicle Code; Changes and Updates to the Rules of Criminal Procedure; and Changes to other statutes related to law enforcement. The Course will also examine, review and explain significant court cases that are relevant to police officers in the Commonwealth of Pennsylvania. The overall goal of the curriculum will be to demonstrate how these cases have a direct impact on how police officers perform their duties. Other goals of this course are to improve officer safety, increase convictions, and reduce civil liability.

Civil Issues 15-256 (3 hours MPOETC credit) \$15.00

Summary of Content: Topics including, but not limited to, Landlord Tenant Issues, Custody Disputes, Open Carry, Identity Theft, Contractor Fraud and Megan's Law. This course will address the specifics of the Landlord Tenant Act and how this law is applied to disputes. This course would also propose steps police officers could take in resolving disputes between tenants and their landlords. Moreover, this course would address common custody disputes and suggested course of action for police officers to take.

Human Trafficking 15-257 (3 hours MPOETC credit) \$15.00

Human trafficking is a modern-day form of slavery, widespread throughout the United States. Trafficking of humans is a large criminal industry in the world. Many victims of trafficking are made to engage in prostitution, pornography or exotic dancing. Trafficking also occurs in forms of labor exploitation such as domestic servitude or restaurant work, sweatshop factory work or migrant agricultural work. Victims of trafficking may look like many of the people coming for assistance every day. Victims are young children, teenagers, men and women. This course will assist to identify potential victims and also look at such tactics as force, fraud and coercion, which are used to press victims into lives of servitude and abuse. The course will also look at support techniques provided for the victims.

Mandatory In-Service Training

January 2015

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
51379	Legal Updates	1/20	8am-12pm	Lancaster Co. Public Safety Training Center
51381	Civil Issues	1/20	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
51382	Human Trafficking	1/21	8am-12pm	Lancaster Co. Public Safety Training Center
51374	Legal Updates	1/26	8am-12pm	Bucknell University
51376	Civil Issues	1/26	12:30pm-4:30pm	Bucknell University
51377	Human Trafficking	1/27	8am-12pm	Bucknell University

February 2015

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
51384	Legal Updates	2/4	8am-12pm	Adams County 911 Center
51385	Civil Issues	2/4	12:30pm-4:30pm	Adams County 911 Center
51386	Human Trafficking	2/5	8am-12pm	Adams County 911 Center
51388	Legal Updates	2/10	8am-12pm	Carlisle Police Department
51389	Civil Issues	2/10	12:30pm-4:30pm	Carlisle Police Department
51390	Human Trafficking	2/11	8am-12pm	Carlisle Police Department
51394	Legal Updates	2/17	8am-12pm	Lancaster Co. Public Safety Training Center
51395	Civil Issues	2/17	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
51396	Human Trafficking	2/18	8am-12pm	Lancaster Co. Public Safety Training Center
51399	Legal Updates	2/24	8am-12pm	HACC/Piccola Law Enforcement Complex
51400	Civil Issues	2/24	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
51401	Human Trafficking	2/25	8am-12pm	HACC/Piccola Law Enforcement Complex

March 2015

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
51409	Legal Updates	3/3	8am-12pm	Penn Township Dept Emerg Services Hanover
51411	Civil Issues	3/3	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
51412	Human Trafficking	3/4	8am-12pm	Penn Township Dept Emerg Services Hanover
51422	Legal Updates 2013 Makeup	3/5	8am-12pm	HACC/Piccola Law Enforcement Complex
51423	Threat Assessment/Mgmt 2013 Makeup	3/5	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
51425	Managing Public Events 2013 Makeup	3/6	8am-12pm	HACC/Piccola Law Enforcement Complex
51427	Emerg. Veh. Operation 2013 Makeup	3/6	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
51430	Legal Updates	3/10	8am-12pm	Schuylkill Haven Senior Center
51432	Civil Issues	3/10	12:30pm-4:30pm	Schuylkill Haven Senior Center
51433	Human Trafficking	3/11	8am-12pm	Schuylkill Haven Senior Center

51436	Legal Updates (2014 Makeup)	3/18	8am-12pm	HACC/Piccola Law Enforcement Complex
51437	Invisible Wounds (2014 Makeup)	3/18	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
51438	Crimes Against Elderly (2014 Makeup)	3/19	8am-12pm	HACC/Piccola Law Enforcement Complex
51440	Technology Update (2014 Makeup)	3/19	12:30pm-4:30pm	HACC/Piccola Law Enforcement Complex
51445	Legal Updates	3/24	8am-12pm	Springettsbury Township Police Department
51447	Civil Issues	3/24	12:30pm-4:30pm	Springettsbury Township Police Department
51448	Human Trafficking	3/25	8am-12pm	Springettsbury Township Police Department
51450	Legal Updates	3/26	8am-12pm	Branch Township Municipal Building
51451	Civil Issues	3/26	12:30pm-4:30pm	Branch Township Municipal Building
51453	Human Trafficking	3/27	8am-12pm	Branch Township Municipal Building

April 2015

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
51475	Legal Updates	4/14	8am-12pm	Penn Township Dept Emerg Services Hanover
51477	Civil Issues	4/14	12:30pm-4:30pm	Penn Township Dept Emerg Services Hanover
51478	Human Trafficking	4/15	8am-12pm	Penn Township Dept Emerg Services Hanover
51481	Legal Updates	4/16	8am-12pm	Carroll Township Police Department
51484	Civil Issues	4/16	12:30pm-4:30pm	Carroll Township Police Department
51485	Human Trafficking	4/17	8am-12pm	Carroll Township Police Department
51490	Legal Updates	4/21	8am-12pm	Lancaster Co. Public Safety Training Center
51492	Civil Issues	4/21	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
51493	Human Trafficking	4/22	8am-12pm	Lancaster Co. Public Safety Training Center
51498	Legal Updates	4/28	8am-12pm	North Lebanon Township Police Department
51500	Civil Issues	4/28	12:30pm-4:30pm	North Lebanon Township Police Department
51502	Human Trafficking	4/29	8am-12pm	North Lebanon Township Police Department

May 2015

<u>Section</u>	<u>Title</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>
51505	Legal Updates	5/11	8am-12pm	HACC/ Piccola Law Enforcement Complex
51506	Civil Issues	5/11	12:30pm-4:30pm	HACC/ Piccola Law Enforcement Complex
51508	Human Trafficking	5/12	8am-12pm	HACC/ Piccola Law Enforcement Complex
51512	Legal Updates	5/19	8am-12pm	Lancaster Co. Public Safety Training Center
51514	Civil Issues	5/19	12:30pm-4:30pm	Lancaster Co. Public Safety Training Center
51515	Human Trafficking	5/20	8am-12pm	Lancaster Co. Public Safety Training Center

Law Enforcement Elective Training

For departments who prefer to prepay for law enforcement elective and forensic classes, we accept credit cards (Visa, MasterCard or Discover), checks and money orders. Thank you.

TUITION – Programs are available to all law enforcement agencies with payment of tuition. Registration is made to the Sen. John J. Shumaker Public Safety Center at HACC, along with a tuition payment or authorization to bill your agency on company letterhead. Complete the registration form on page 18 or the registration with permission to bill form on page 17.

Please be advised that confirmation letters will be faxed to police departments or other agencies no later than one week prior to the start date of each class. Individual confirmation letters will not be mailed. **Once your registration has been received, you can assume you are registered. You will be notified within 48 hours if the class is full and your registration is not accepted.**

Advanced Interview and Interrogation

\$140

This intensive course covers kinesic and other behavioral interviewing techniques. It is taught by retired FBI Agent Pat Kelly, an expert in interview and interrogation methods. This course is a prerequisite to our Statement Analysis Course. Watch for this course to be scheduled fall 2015.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51320	3/10-3/12	T/W/R	8 a.m.-4:30 p.m.	Kelly	HACC/PLEC

Bike Officer I (Basic)

\$400

This five-day course includes effective cycling, group riding, hazard recognition, basic bike maintenance, traffic laws and legal issues, uniforms and equipment, patrol tactics and maneuvers, and several other topics designed for bike patrol officers to maximize their effectiveness and, most importantly, to keep them safe. Officers will be certified by the International Police Mountain Bike Association upon successful completion of the course.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51162	5/18-5/22	M-F	8 a.m.-4:30 p.m.	Erb	Lancaster Co. Public Safety Training Ctr.

***** Effective Communication (Available Offsite)**

\$65

This course teaches officers to communicate professionally and effectively on the street, in public and with peers. The officer will use professional skills to gain respect and manage conflict in a diverse society.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
52023	1/30	F	12:30-4:30 p.m.	Frederick	HACC/PLEC
52024	2/23	M	12:30-4:30 p.m.	Frederick	HACC/PLEC
52025	5/29	F	12:30-4:30 p.m.	Frederick	HACC/PLEC
52026	6/22	M	12:30-4:30 p.m.	Frederick	HACC/PLEC

EVOC – see below: *Departments that wish to use your own vehicles will need to provide proof of liability insurance, adding HACC as a rider - \$1,000,000 – as well as proof of your Workman’s Comp insurance. We will provide you with a discounted tuition price if you choose to use department vehicles.*

EVOC (Emergency Vehicle Operator Course) Driving (Police)

\$190

This course will provide training in evasive driving under emergency conditions. Officers are instructed in techniques that will enable them to be safer and more efficient drivers, even under emergency conditions. Vehicles will be provided by the Sen. John J. Shumaker Public Safety Center.

John J. Shumaker Public Safety Center.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51156	4/08-4/10	W/R/F	8 a.m.-4:30 p.m.	Groff	Lancaster Co. Public Safety Training Ctr.
51155	5/04-5/06	M/T/W	8 a.m.-4:30 p.m.	Groff	HACC/PLEC
51164	6/01-6/03	M/T/W	8 a.m.-4:30 p.m.	Groff	Lancaster Co. Public Safety Training Ctr.

EVOC Driving Update (Police)

\$85

This course will provide updates and retesting of officers who have taken the EVOC Driving course at the Sen. John J. Shumaker Public Safety Center (SPSC). **Only those officers who have completed the N.A.P.D. Tactical Driving Course may enroll.** The updated course is recommended to be taken annually, and the full 3-day course repeated every three years. Vehicles will be provided by SPSC. Act120 Driving Module does NOT satisfy the N.A.P.D. prerequisite.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51152	3/20	F	8 a.m.-4:30 p.m.	Groff	HACC/PLEC
51153	3/27	F	8 a.m.-4:30 p.m.	Groff	HACC/PLEC

Personal Driver Trainer Program for Law Enforcement Officers

\$75/hour

The Personal Driver Trainer will be available for personalized driving instruction for any department that needs additional training for their officers. It is recommended that the officer attends the 3-day EVOC offered by HACC prior to having a certified EVOC instructor on a ride along to observe, critique, and recommend changes in the officers driving habits to enable safer driving and less on-duty crashes. The cost for one (1) hour of training would be **\$75 plus any allowable travel reimbursements**. Contact Cindy Shirk for more information or to schedule your officer at 717-780-2559 or clshirk@hacc.edu. Instructors are current or retired Police Officers and are certified through the Municipal Police Officers’ Education and Training Commission Instructor Driving Course (MPOETC) and also the National Academy for Professional Driving. (NAPD)

Firearms Qualification for Retired Law Enforcement Officers

\$75

This four (4) hour program is designed to authorize retired law enforcement officers to carry concealed weapons from state to state in accordance with Act 79, the Retired Law Enforcement Identification Act (RLEIA.) Admission to the course will not be permitted unless applicants report on the scheduled training date with the following required documents: Retired Officer Concealed Carry Acknowledgement Form, which can be printed from the MPOETC website www.mpoetc.state.pa.us; two forms of identification (your retired officer identification card and photo identification such as a driver’s license.) Participants will need a revolver no less than .38 calibers or a semi-automatic pistol no less than 9mm, along with three boxes (150 rounds) of factory ammunition and, for semi-automatic pistols, no less than two magazines.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51197	1/23	F	1 p.m.-5 p.m.	Clements	HACC/PLEC
51198	2/21	S	1 p.m.-5 p.m.	Clements	HACC/PLEC
51199	3/21	S	1 p.m.-5 p.m.	Clements	HACC/PLEC
51200	4/18	S	1 p.m.-5 p.m.	Clements	HACC/PLEC
51201	5/22	F	1 p.m.-5 p.m.	Clements	HACC/PLEC
51202	6/19	F	1 p.m.-5 p.m.	Clements	HACC/PLEC

Firearms Qualification

\$65

Lethal Weapons Refresher – This course is offered to persons already certified to carry a firearm under the Lethal Weapons Training Act 235. The course is designed to provide the student with a review of firearms safety rules and techniques for handling firearms. At the conclusion of this course the student will have the option to fire a course of qualification. A minimum score of 75 percent has been established as a qualifying score.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51204	4/18	S	8 a.m.-12 p.m.	Resser	HACC/PLEC
51205	6/19	F	8 a.m.-12 p.m.	Resser	HACC/PLEC

FTO (Field Training Officer)**\$200**

This three-day program is designed to assist the field training officer in developing the skills necessary to train a probationary officer. It is also helpful for departments establishing a new program. The course emphasizes proper supervision and documentation and is a HACC-designed course.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51157	5/06-5/08	W/R/F	8 a.m.-4:30 p.m.	Downing/Crawmer	Lincoln Way Fire Company

Laser Shot® Judgmental Training – (8 hours)**\$100**

This course is for law enforcement officers and is designed to review use of force issues, case law and liability and judgmental skills. Officers will participate in scenarios involving the force continuum and threat assessment by using lethal and less lethal equipment. This will be accomplished with the Laser Shot® simulator and role playing exercises.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51245	2/26	R	8 a.m.-4:30 p.m.	Resser	HACC/PLEC
51246	4/01	W	8 a.m.-4:30 p.m.	Resser	HACC/PLEC
51247	6/05	F	8 a.m.-4:30 p.m.	Resser	HACC/PLEC

Laser Shot® Judgmental Training – (4 hours)**\$100**

This course is for law enforcement officers and can be brought to your department. It is designed to review use of force issues, case law and liability and judgmental skills. Officers will participate in scenarios involving the force continuum and threat assessment by using lethal and less lethal equipment. This will be accomplished with the Laser Shot® simulator.

Off site: Department would need one (1) room that can be darkened. Max: 12 Students per class

Laser Shot® Rental with HACC Facilitator**\$50/Hour**

Police departments can request the Laser Shot® and a facilitator for their own training at their sites. The facilitator can work with your training staff to accomplish the best results and to help ensure that your officers understand your department's policies and techniques. We can also assist in providing documentation for your records. Any rentals over 50 miles from the school would require additional travel cost for the facilitator.

Off-site: Department would need one (1) room that can be darkened. Max: 12 Students per class

Law Enforcement Instructor Development**\$325**

This course will instruct students in the theory and practice of adult education in order to prepare them to effectively instruct law enforcement officers. The theories of adult learning, instructor attributes, instructor ethics, class environment demeanor, effective objective writing, and selection/preparation of course materials such as lesson plans and supporting job aids will be taught. Students will actually prepare and deliver several lessons on which they will be evaluated.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51154	4/20-4/24	M-F	8a.m.-4:30p.m.	Apgar	HACC/PLEC

*****Report Writing (Available Offsite)****\$65**

This course of instruction is designed to improve officers' skills in report writing. This course teaches officers the basics of report writing and will prepare officers to communicate effectively in writing.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
52019	1/30	F	8 a.m.-12 p.m.	Frederick	HACC/PLEC
52020	2/23	M	8 a.m.-12 p.m.	Frederick	HACC/PLEC
52021	5/29	F	8 a.m.-12 p.m.	Frederick	HACC/PLEC
52022	6/22	M	8 a.m.-12 p.m.	Frederick	HACC/PLEC

Spanish for Law Enforcement I**\$125**

Spanish I for Law Enforcement is a basic Spanish course that will teach officers basic key phrases for the officer on the street to attain basic information from a Spanish speaking subject. In addition, officers will be taught alert words and phrases that are essential for officer safety. The course focuses on practical knowledge that can be used realistically on the street.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
52050	6/8-6/9	M/T	8 a.m.-4:30 p.m.	Done-Henry	HACC/PLEC

*****Street Level Drug Investigation (Available Off site)****\$65**

This four-hour course examines the importance of street level drug enforcement and the challenges and pitfalls that exist in this enforcement strategy.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
52015	2/9	M	12:30-4:30 p.m.	Goshert	HACC/PLEC
52016	3/13	F	12:30-4:30 p.m.	Goshert	HACC/PLEC
52017	4/13	M	12:30-4:30 p.m.	Goshert	HACC/PLEC
52018	6/16	T	12:30-4:30 p.m.	Goshert	HACC/PLEC

Forensic Class Information

Crime Scene Technology Series

This series of modules is designed for the student who desires to become a certified crime scene technician. The series is designed for the student to take all modules in the sequence offered. Class sizes are limited; therefore, students should prepare to enroll in all modules. Preference for future registrations will be given to those who have successfully completed the **Crime Scene Management** module. Only when all modules are successfully completed or an authorized waiver* is given, plus successful score achieved on the final exam, will the student be awarded the Certificate of Completion. **The following courses will be offered in 2015.**

* A Sen. Jeffrey E. Piccola Law Enforcement Complex administrator must approve applicant's completed course outline with attached photocopy of training certificate. This application process should be completed prior to module being offered.

- Crime Scene Management and Documentation
- Death Investigation
- Fingerprinting II: Latent Prints (*Prerequisite: Fingerprinting I*)
- Firearms and Trace Evidence
- Mock Crime Scenes (*should have completed most of the other courses before enrolling in this module*)
- Crime Scene Photography
- Fingerprinting I: Rolled Prints
- Shoe, Foot and Tire Marks
- Crash & Arson Investigation – Forensic Concerns

Crime Scene Management and Documentation (2 Days)

\$175

Students will learn to properly manage and document a crime scene; including proper assessment, control, search techniques, walkthrough techniques, crime scene sketching, evidence documentation, chain of custody, and the legal requirements of evidence. This course includes hands-on exercises that will involve physical evidence recognition, collection, and documentation.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51279	1/21-1/22	W/R	8am-4:30pm	Steinhart/McCormack	HACC/PLEC

Crime Scene Photography

\$190

This 3-day course provides training in the use of a digital camera, lighting techniques, macro-photography and storage of digital files. Training will include the basic principles of forensic, crime scene, evidentiary, and flash photography. Practical sessions will be utilized daily. **A digital camera is required.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51196	4/8-4/10	W/R/F	8am-4:30pm	Johns	HACC/PLEC

Death Investigation

\$200

This class covers issues regarding responsibilities of first responders and processors at death scenes. Methods for determining approximate time of death, forensic evidence in a death investigation and subsequent determination of manner of death from that evidence will be discussed. It includes information about the role of the coroner/forensic pathologist and autopsy.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51310	4/27-4/28	M/T	8am-4:30pm	Winters	HACC/PLEC

Fingerprinting I: Rolled Prints

\$175

This course is designed for officers, who have limited experience in rolling fingerprints, pattern recognition, major case printing, palm printing, cadaver printing, and electronic fingerprinting. The bulk of time will be devoted to hands-on laboratory sessions offering practice in all the above procedures.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51158	5/14	R	8am-4:30pm	Eelman	HACC/W202

Fingerprinting II: Latent Prints (3 Days)

\$250

This 3-day course is designed to fulfill the needs of officers who have limited knowledge and experience in the collection of latent fingerprints. Officers will be informed about methods of lifting latents such as powders, Ninhydrin, Iodine, and Silver Nitrate. Also Cyanoacrylate and various dyes will be discussed. Approximately 50% of the time will be allocated to experiments with officers conducting challenging latent print recoveries. *Prerequisite: Fingerprint I.*

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51163	5/20-5/22	W/R/F	8am-4:30pm	Eelman	HACC/W202

Shoe, Foot and Tire Marks

\$150

Students will learn the importance of shoe, foot and tire impressions left behind at crime scenes and how this particular type of evidence can be beneficial to a criminal investigation. The course material will involve lecture on the various types of impressions, their causation, and uses in identification. Upon completion of the lecture portion of the course, students will receive practical training on impression identification, photography and collection.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51165	6/04	R	8am-4:30pm	Steinhart	HACC/W202

Basic Handgun Marksmanship & Safety for Civilians & Laser Shot for Civilians

Basic Handgun Marksmanship and Safety for Civilians (8 hours)

\$150

This class is designed for the civilian wanting to gain basic knowledge and hands-on experience with a handgun. The 8-hour course will cover legal topics, such as chapter 5 of the PA Crimes Code and Pennsylvania's Castle Doctrine, nomenclature, cleaning, safe handling and storage of the handgun. The live fire portion will cover basic fundamentals such as proper stance, grip, sighting and trigger control. Students are required to provide their own handgun and 50 rounds of manufacturer-approved ammunition (no re-loaded ammunition allowed). Students are also required to provide proper hearing protection, eye protection and a baseball-style hat. **Must be 21 years old to register.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51210	3/7-3/8	SU	1 p.m.-5 p.m.	Olsen	HACC/PLEC
51211	4/6 & 4/8	MW	6 p.m.-10 p.m.	Olsen	HACC/PLEC
51212	5/16-5/17	SU	1 p.m.-5 p.m.	Olsen	HACC/PLEC
51213	6/22 & 6/24	MW	6 p.m.-10 p.m.	Olsen	HACC/PLEC

Intermediate Handgun for Civilians – (8 hours)

\$150

This class is designed for the civilian who already has a good foundation in handgun safety, handling and marksmanship and wants to further their knowledge and skill. The 8-hour course will review but not go into detail on legal topics such as Chapter 5 of the PA crimes Code and Pennsylvania's Castle Doctrine, nomenclature, cleaning, safe handling and storage of the handgun. The live fire portion will cover marksmanship, loading and reloading, drawing from the holster, stoppage and malfunction clearing and shooting from cover. Students are required to provide their own handgun and 100 rounds of manufacturer-approved ammunition (no re-loaded ammunition allowed). Students are also required to provide proper hearing protection, eye protection and a baseball-style hat. A practical skills test will be given to assess the student's ability to remain in the class. **Must be 21 years old to register. Must be able to qualify at the below standards before continuing in the class.**

The standards are done from the 7-yard line from an un-holstered ready position and are as follows:

- 1 shot in an 8 inch target in 2 seconds or less
- 1 shot, reload and 1 shot into an 8 inch target in 6 seconds or less
- 6 shots into an 8 inch target 10 seconds or less

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51214	6/27-6/28	SU	1 p.m.-5 p.m.	Olsen	HACC/PLEC

The Personal Pistol Trainer program- NEW!!!

The Personal Pistol Trainer course allows you to accelerate your marksmanship skills by working one-on-one with an expert instructor. Designed similar to a personal fitness trainer, the instruction will be tailored to fit your unique abilities and learning style in a comfortable and private environment. For those that want to share this experience, the course allows for a maximum of two students. The cost for one hour of instruction is \$75 for one person or \$125 for two. Contact **Joe Hogarth** at 717-780-2637 or jnhogart@hacc.edu for more information or to schedule your training sessions.

Laser Shot ® for Civilians – (8 hours)**\$100**

This course is available for citizens who have had at least a basic course in safe firearms handling and are considering using these firearms for their defense in the home as well as in public. It will include evaluating the various types of firearms used and the special considerations when deploying them. There will be discussion on the most efficient way to deploy the weapons within the confines of the home. It will also touch on escape plans and dealing with the police response, as well as a discussion on dealing with threats in public while armed. The Laser Shot ® simulator will be used, as well as simulated firearms.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51242	1/17	S	8 a.m.-4:30 p.m.	Resser	HACC/PLEC
51243	3/14	S	8 a.m.-4:30 p.m.	Resser	HACC/PLEC
51244	5/01	F	8 a.m.-4:30 p.m.	Resser	HACC/PLEC

The following three programs are basic courses**Practical and Tactical Handcuffing (PATH)****\$100**

This course trains security officers/police officers on practical and tactical aspects of handcuffing. It explains the proper application of handcuffing, handcuffing of compliant and noncompliant offenders, wrist locks and double locking procedures.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51280	5/23	S	8 a.m.-4:30 p.m.	Hogarth	HACC/PLEC

OCAT® “Oleoresin Capsicum Aerosol Training”**\$100**

This program presents all of the skills and knowledge necessary for one to become certified/recertified in the use of OC “pepper” spray. The program begins with an introduction to OC and its basic principles of use. Lectures on the effects of OC, how to use OC, general after use guidelines, when to use (and when not to use), use of force considerations, and threat recognition are all covered.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51281	5/24	U	8 a.m.-12 p.m.	Hogarth	HACC/PLEC

Expandable Baton Training**\$100**

This course trains security professionals to properly use the expandable baton. **Will not receive a manufacturer certification card.**

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51282	5/24	U	1 p.m.-5 p.m.	Hogarth	HACC/PLEC

Instructor Courses:**Personal Protection Expandable Baton™ In-House Instructor Course****\$299**

Monday, April 13, 2015 - Class Times 8 a.m.-5 p.m. Course Instructors: Personal Protection Consultants, Inc. Register at www.ppcitraining.com or email info@ppcitraining.com for further information. This course will be held at the Best Western Premier, 800 East Park Drive, Harrisburg, PA 17111.

PATH® “Practical and Tactical Handcuffing” In-House Instructor Course**\$299**

Tuesday, April 14, 2015 - Class Times 8 a.m.-5:30 p.m. Course Instructors: Personal Protection Consultants, Inc. Register at www.ppcitraining.com or email info@ppcitraining.com for further information. This course will be held at the Best Western Premier, 800 East Park Drive, Harrisburg, PA 17111.

OCAT® “Oleoresin Capsicum Aerosol Training” In-House Instructor Course**\$299**

Wednesday, April 15, 2015 - Class Times 8 a.m.-5 p.m. Course Instructors: Personal Protection Consultants, Inc. Register at www.ppcitraining.com or email info@ppcitraining.com for further information. This course will be held at the Best Western Premier, 800 East Park Drive, Harrisburg, PA 17111

Lethal Weapons Training

Lethal Weapons Training

The PLEC of HACC, Central Pennsylvania's Community College, is a certified center as specified by the Pennsylvania Lethal Weapons Training Act 235. Each participant who receives an approval letter from the Pennsylvania State Police (PSP) to attend this course and successfully completes the program will be certified by the PSP, Lethal Weapons Certification section. This training is designed for an individual, 18 years or older, who is employed for the purpose of providing security, protective patrol, detective or criminal investigative services for a fee and who carries a firearm, baton or other lethal weapon in the course of his/her employment. In order to be certified, the applicant must pass a physical, psychological examination, and a criminal history check. Appropriate PSP application forms must be completed by the applicant.

You must receive an approval letter from the PSP prior to attending training.

The certification is not one of attendance, but of successful completion. Please be advised that all forms are available through the Lethal Weapons website at www.lethalweapons.state.pa.us NOTE: If enrollment is insufficient or an emergency situation should occur, courses may be cancelled with limited notice.

Firearms Qualification

\$65

Lethal Weapons Refresher – This course is offered to persons already certified to carry a firearm under the Lethal Weapons Training Act 235. The course is designed to provide the student with a review of firearms safety rules and techniques for handling firearms. At the conclusion of this course, the student will have the option to fire a course of qualification. A minimum score of 75 percent has been established as a qualifying score.

Section	Date(s)	Day(s)	Time	Instructor(s)	Location
51204	4/18	S	8 a.m.-12 p.m.	Resser	HACC/PLEC
51205	6/19	F	8 a.m.-12 p.m.	Resser	HACC/PLEC

Lethal Weapons (40 hours)

\$325

The Lethal Weapons Training Program consists of twenty-two (22) hours of classroom instruction, four (4) hours of armed and unarmed defense, plus fourteen (14) hours of firearms training. Participants must successfully pass a written examination on the classroom program and a firearms qualification on the range. Students must have the ability to safely participate in the firearms course required for Lethal Weapons, Act 235 certification. One of the time stages of this course requires kneeling and rising unassisted. ***Do not bring firearms to the classroom.***

Section	Date(s)	Day(s)	Time	Location
50358	01/26-01/30	M-F	8 a.m.-4:30 p.m.	HACC/PLEC
50359	02/16-02/20	M-F	8 a.m.-4:30 p.m.	HACC/PLEC
50360	03/09-03/13	M-F	8 a.m.-4:30 p.m.	HACC/PLEC
50361	04/13-04/17	M-F	8 a.m.-4:30 p.m.	HACC/PLEC
50362	05/02,05/03,05/09,05/10 05/16	S-U	8 a.m.-4:30 p.m.	HACC/PLEC
50363	06/08-06/12	M-F	8a.m.-4:30p.m.	HACC/PLEC

Lethal Weapons Recertification (8 hours)

\$175

Individuals are required to successfully complete the recertification course every five (5) years. This course consists of three (3) hours of classroom instruction and five (5) hours of firearms training/qualification. ***Do not bring firearms to the classroom.***

Section	Date(s)	Day(s)	Time	Location
50364	01/21	W	8 a.m.-5 p.m.	HACC/PLEC
50370	02/11	W	8 a.m.-5 p.m.	HACC/PLEC
50371	03/18	W	8 a.m.-5 p.m.	HACC/PLEC
50372	04/25	S	8 a.m.-5 p.m.	HACC/PLEC
50373	05/27	W	8 a.m.-5 p.m.	HACC/PLEC
50374	06/17	W	8 a.m.-5 p.m.	HACC/PLEC

Academic-Only Certification

\$175

Individuals who are interested in certification without firearms are required to attend a twenty-six (26) hour course, which includes twenty-two (22) hours of classroom instruction and four (4) hours of armed and unarmed defense. The Academic Only Certification is available during one of the specified forty (40) hour programs.

Class Failures - Lethal Weapons (40 hours)

Tuition to repeat the academic is **\$175**. Tuition to repeat the firearms is **\$175**. **You must repeat the course at same location.**

Lethal Weapons Recertification (8 hours) Failing any portion of the eight hour recertification will result in re-taking the entire class at the student's expense. **(\$175) You must repeat the course at the same location.**

Academy Entrance Testing

The Municipal Police Officers' Education and Training Commission has changed the regulations concerning academy entrance. All academy entrants must:

1. Pass the Nelson-Denny Reading test.
2. Pass the MPOETC Fitness Standards at the 30th percentile (300 meter run, bench press, one minute sit-ups, and 1 ½ mile run).

The regulation changes will not allow academy entrance for any applicant not meeting these standards.

Departments can do this testing. They are not required to use the HACC Police Academy to proctor the tests. The HACC Police Academy requires documentation of this testing prior to admission of a cadet candidate into a cadet class. HACC is offering the written and physical testing on a scheduled Saturday in March, April, May, June, October, November, December and January, from 8 a.m. to approximately 1 p.m. Call 717-780-2562 for test dates and to register for testing. The fee for both tests is \$40. The cost of the Nelson-Denny test is \$15 per applicant; the cost of the physical testing is \$25 per applicant. Police departments can be direct billed. The applicant must have an **authorization to bill** in order to be tested. Pre-service applicants must pass these tests for entrance. To schedule attendance at the training and receive a HACC physical exam form and packet, call Margie Santo at 717-780-2562.

Police Agency Testing

The Sen. Jeffrey E. Piccola Law Enforcement Complex (PLEC) develops and administers the following examinations for police agencies upon request:

- Police Entrance Written Examinations Fee: \$20 per test or minimum of \$500 (includes DAT and Nelson Denny)
 - Police Entrance Oral Board Examinations Fee: \$1,250 (one day); \$2,500 (two day)
 - Police Physical Agility Tests (Cooper Standards) Fee \$25 per applicant; minimum of \$500. Tests are not civil service tests.
- Testing can be conducted at the PLEC or at your department. Fees may be increased beyond a 60-mile radius of the SPSC. Contact Joseph Hogarth or Cindy Shirk at 717-780-2510 to schedule the testing.

Career Training Opportunities at HACC's Sen. John J. Shumaker Public Safety Center

Visit www.hacc.edu and, under Quick Links, select Public Safety Center.

To receive instant notification from the HACC Sen John J. Shumaker Public Safety Center on class announcements, events and notifications, click here to subscribe: <http://www.hacc.edu/PublicSafetyCenter/index.cfm>.

For general requests, email the Sen. John H. Shumaker Public Safety Center at spscinfo@hacc.edu.

Fire Rescue and Emergency Medical Services Training

The Sen. John J. Shumaker Public Safety Center provides a full range of training options for firefighters and EMS providers. Our curriculum includes entry level and advanced fire training, hazardous materials operations and technician training, basic vehicle rescue, rope rescue and various technical rescue courses. We also host national certification exams. HACC EMS training offers the 140-hour Emergency Medical Technician course that meets all Pennsylvania Department of Health standards. Other courses include CPR, advanced cardiac life support, basic trauma life support and many others. For more information, please call 717-780-2510 or email firetrng@hacc.edu

Mike Tonkay, EMS/HC coordinator – 717-780-1969 or matonkay@hacc.edu

Rob Bernini, EMS/HC coordinator – 717-780-3255 or r9bernini@hacc.edu

Randy Padfield, fire education specialist – 717-780-1968 or drpadfie@hacc.edu

Perry Pierich, senior education specialist – 717-780-2537 or plpieric@hacc.edu

Richard E. Lenker, fire training coordinator for industry – 717-780-2585 or relenker@hacc.edu

Rick Orange, fire science/fire training coordinator – 717-780-1119 or rsorange@hacc.edu

Nurse Aide Training

The HACC Nurse Aide Training program provides a Department of Education approved certification program for nurse aides. The 104-hour program is offered at numerous locations across the state, and day and evening hours are available. For more information on locations, dates and tuition, please contact Marie Johnston, nurse aide coordinator, at 717-221-1356 or via email at mejohnst@hacc.edu.

Other Opportunities

In addition to these careers, HACC provides training in management, computer technology, industrial skills, culinary arts and many other career skills. *Please call 1-800-ABC-HACC (222-4222) or visit www.hacc.edu for more information and for a list of HACC's available programs of study.*

Want to advance in your job or explore new job opportunities? Start with an associate degree at HACC.

HACC offers a number of associate degree programs, including one of the best criminal justice programs in the country. Daytime and evening classes are available and the tuition is the lowest in the area. Best of all, **students who successfully completed the HACC Police Academy may have from 12 to 21 credits applied toward their requirements for graduation in the HACC Criminal Justice Program.** Criminal justice programs transfer to many four-year universities, including Shippensburg University, York College, Central Penn College and Penn State University. **Students may elect a concentration in corrections, law enforcement or security.** See below for a list of courses available in the program. **Financial aid is available to students who qualify.** More courses are offered at HACC's Midtown site, which includes the Community Center for Technology and Arts on Fourth and Reily streets in Harrisburg. *Please call 1-800-ABC-HACC (222-4222) for more information or visit www.hacc.edu.*

Career Opportunities

- | | |
|--|--|
| • Introduction to Criminal Justice | • Intermediate Criminalistics |
| • Principles of Security and Loss Prevention | • Institutional Treatment of Offenders |
| • Police Operations | • Non-Institutional Treatment of Offenders |
| • Police Organization and Administration | • Juvenile Delinquency |
| • Introduction to Corrections | • Criminal Law and Procedure |
| • Criminology | • Advanced Criminology |
| • Instrumentation and Technologies | • Criminal Justice Organization and Administration |
| • Crime Prevention and Control | • Physical Security and Control Retail Security and Safety |
| • Criminal Investigation | • Industrial Security and Safety |
| • Criminal Evidence | • Loss Prevention Issues |
| • Traffic Administration | • Ethics and Diverse Cultures |
| • Criminalistics | • Criminal Justice Seminar in London |
| • Community Policing and Crime Prevention | • Criminal Justice Internship |

Withdrawal and Refund Policy

The Sen. Jeffrey E. Piccola Law Enforcement Complex hereby establishes a Withdrawal and Tuition Refund Policy in keeping with the academic policy of the College. Tuition refunds are available according to the following schedule where official withdrawal is completed within the equivalent of the first twenty (20) percent of the total program. Fees and costs are not refundable to a student who ceases to attend classes without first notifying the director of law enforcement training, except as specified below. A student who is asked to withdraw or leave a course program because of misconduct or violation of the rules and regulations will not receive a refund. A student or recruit finding it necessary to withdraw from an institute program for legitimate reasons shall receive refunds as outlined below.

No fees will be refunded except as specified.

1. Until the end of the third day of regularly scheduled class 100 percent
2. Until the end of the fifth day of regularly scheduled class 66.6 percent
3. Until the end of the fifteenth day of regularly scheduled classes or when 20 percent of the course is completed, whichever is later 50 percent
4. After the fifteenth day or after 20 percent of the course is completed NO REFUND

Update your skills, discover a new talent, or chart a career path at your own pace and convenience. From classes that provide personal enrichment in history, art, languages, travel, gardening and more to professional classes in management, computers and the trades—HACC offers an array of choices to meet your diverse needs.

For information on noncredit courses or to register online, visit www.hacc.edu/NonCredit.

Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) mandates colleges to safeguard the confidentiality of student records. With certain limited exceptions as outlined in FERPA, HACC will not release non-directory information to anyone outside the College without the student's written consent. FERPA also ensures that students are permitted to view their educational records and to request amendment of their records. For more detailed information on FERPA, please contact the records office.

HACC, Central Pennsylvania's Community College

Noncredit Registration with Permission to Bill

To:
 HARRISBURG AREA COMMUNITY COLLEGE
 SEN. JOHN J. SHUMAKER PUBLIC TRAINING
 SAFETY CENTER
 ONE HACC DR
 HARRISBURG PA 17110

717-780-2510 OR
 800-222-4222 x2510

FAX TO: 717-780-2643
 OR EMAIL: SPSCINFO@HACC.EDU

BILL TO:
 SPONSOR: _____
 ADDRESS: _____
 CITY _____
 STATE _____ ZIP CODE _____
 PHONE _____
 FAX _____
 EMAIL _____

(if applicable) SPONSOR P.O.#

REQUEST

(required *handwritten signature*)

AUTHORIZED BY: _____

PRINT NAME &

TITLE

DATE

This letter serves as authorization to bill the above sponsor for the following individual(s) to attend the course(s) listed below.

Name	Student ID		Birth Date	M <input type="checkbox"/> F <input type="checkbox"/>
Home Mailing Address (required)	Phone		Email Address	
City	State	ZIP	<input type="checkbox"/> Pennsylvania Resident <input type="checkbox"/> Requires accessibility accommodations	
Course Title	Date	Section #	Cost	

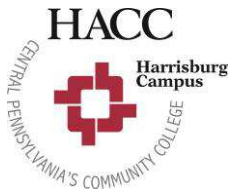
Name	Student ID		Birth Date	M <input type="checkbox"/> F <input type="checkbox"/>
Home Mailing Address (required)	Phone		Email Address	
City	State	ZIP	<input type="checkbox"/> Pennsylvania Resident <input type="checkbox"/> Requires accessibility accommodations	
Course Title	Date	Section #	Cost	

Refund Policy

Students who request refunds three (3) working days prior to the first class meeting will receive a 100 percent refund. No refund of tuition or fees will be made if the request is made less than three (3) days before the start of class. If you fail to cancel your registration three (3) working days prior to the start of class or fail to attend the class, your department or bill to sponsor will be invoiced accordingly.

If a student has already received any additional items that are included in the tuition cost (i.e. textbook, etc.), they may be entitled to a full refund upon the return of the unopened and/or unused item(s). Should the item(s) be opened or used, the student may receive a refund amount minus the cost of that item(s).

To cancel your registration, please call 717-780-2510 or email spscinfo@hacc.edu.



Sen. Jeffrey E. Piccola Law Enforcement Complex; Attn: Law Enforcement Unit
One HACC Drive, PLEC/106; Harrisburg, PA 17110-2999
Continuing Education/Noncredit Courses Only

Please Print:

Name: _____

HACC ID: _____ DOB: _____

Indicate ONLY the last four digits of your Social Security number: _____

Address: _____

City: _____

State: _____ ZIP Code _____

Day Phone: _____

Evening Phone: _____

Name of Police Department: _____

Police Dept. Fax Number: _____

Section # _____ **Starting Date:** _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ **Starting Date:** _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ **Starting Date:** _____

Course Title: _____

Cost:(if applicable) _____

Section # _____ **Starting Date:** _____

Course Title: _____

Cost:(if applicable) _____

Check one:

Method of Payment: Visa _____ MasterCard _____

Account # _____

Expiration Date: _____

Authorized Signature: _____

Enrollees may request their company/agency forward the registration fee and completed registration form. A "Letter of Authorization to Bill" may be submitted on company/agency letterhead, and it should be signed by an official authorized to encumber funds. Please include course title, section #, date, time, name, address and phone number of enrollee(s).

Mail to the address above or fax to 717-780-1920 or 717-780-2643.

Directions to HACC/Sen. Jeffrey E. Piccola Law Enforcement Complex

Directions from West Shore or Carlisle: Take I-81 north to Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to Entrance #5 (Public Safety Training Center). If traveling north on Route 11, continue on Routes 11-15 north to I-81 (north of Enola). Follow I-81 north across the Susquehanna River, then take Cameron Street Exit 67A. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Downtown Harrisburg: Take Second Street north to the 2100 block and turn right onto Maclay Street. Follow Maclay Street east across the railroad bridge to the traffic light at the Farm Show Building. Turn left onto Cameron Street and travel north to the second traffic light. Turn left and go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from the North: Take Routes 11-15 south following the Susquehanna River to I-81. Follow I-81 north across the river then take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Upper Dauphin Area: Take Route 147 south or Route 225 south to Route 322 (River Relief Route). Route 322 becomes Cameron Street after crossing I-81. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from Lancaster: Take I-283 north toward Harrisburg to I-83. Follow I-83 north and merge with I-81 south. Take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from York: Take I-83 north across the Susquehanna River to the east shore of Harrisburg. Follow I-83 to the north and merge with I-81 south. Take Cameron Street Exit 67A. Turn right at the first traffic light, go through the next traffic light and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Directions from the Pennsylvania Turnpike: If traveling **WEST** on the turnpike, take Exit 19. Travel north on I-283 which becomes I-83. Follow I-83 north and merge with I-81 south. Take Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex). If traveling **EAST** on the turnpike, take exit 17. Take I-81 north to Cameron Street Exit 67A. From Cameron Street, turn right at the first traffic light. Go through the next traffic light, and go to the entrance located between Entrance # 4 & #5 (Sen. Jeffrey E. Piccola Law Enforcement Complex).

Accommodations Convenient to HACC SPSC/PLEC

For directions and reservations, please call the hotel directly.

Americas Best Value Inn 4125 N Front St Harrisburg PA 17110 717-233-5891
Best Western Harrisburg 300 North Mountain Road Harrisburg, PA 17112; 800-780-7234
Candlewood Suites Harrisburg/Hershey 504 North Mountain Road Harrisburg PA 17112; 717-652-7800
Comfort Inn East Harrisburg 4021 Union Deposit Rd Harrisburg 17109; 717-561-8100
Comfort Inn Riverfront Harrisburg 525 S. Front St Harrisburg 17104; 717-233-1611
Crown Plaza Hotel 23 South Second Street Harrisburg, PA 17101 (888) 897-0084
Days Inn Harrisburg East 800 Eisenhower Boulevard Middletown, PA 17057; 717-939-4147
Days Inn Harrisburg North 3919 North Front Street (Exit 66 off I-81) Harrisburg, PA 17110; 717-233-3100
Econo Lodge 495 Eisenhower Boulevard Harrisburg, PA 17111; 866-969-8065
Best Western Premier 800 East Park Drive Harrisburg, PA 17111; 717-561-2800 (I-83@ Union Deposit Rd., Exit 48)
Hampton Inn & Suites 30 Capital Dr. Harrisburg 17110; 717-540-0900
Harrisburg Hilton & Towers 1 N 2nd St Harrisburg 17101; 717-237-6408
Holiday Inn Harrisburg East 4751 Lindle Road Harrisburg PA 17111; 717- 939-7841
Howard Johnson Harrisburg/Hershey 473 Eisenhower Boulevard Harrisburg, PA 17111; 717-564-6300
International House 29 South Third Street Harrisburg, PA 17101; 717-724-2846 (*Stays of one week or longer*)
Marriott Hotel Harrisburg 4650 Lindle Rd Harrisburg (283, Exit 2); 717-564-5511
Red Roof Inn Harrisburg/Hershey 950 Eisenhower Boulevard Harrisburg, PA 17111; 717-939-1331
Red Roof Inn Harrisburg North 400 Corporate Circle Harrisburg, PA 17110; 717-657-1445
Sheraton Harrisburg/Hershey Hotel 4650 Lindle Road Harrisburg, PA 17111; 717-564-5511
Spring Hill Suites (Harrisburg/Hershey) 15 Capital Dr (at I81 Progress Exit 69) Harrisburg 17110; 888-236-2427
Staybridge Suites 920 Wildwood Park Drive Harrisburg PA 17110; 717-233-3304 (*Accommodation closest to HACC*)
Wyndham Garden Hotel 765 Eisenhower Boulevard Harrisburg, PA 17111; 717-558-9500

Accommodations Convenient to Lancaster County Public Safety Training Center

Country Inns & Suites by Carlton 1475 Lancaster Road Manheim, PA 17545; 717-665-5440
Fairfield Inn by Marriott 150 Granite Run Drive Lancaster, PA 17601; 717-581-1800
Heritage Hotel Lancaster 500 Centerville Road Lancaster, PA 17601; 800- 223-8963
Holiday Inn Express 147 Merts Drive Elizabethtown, PA 17022; 717-367-4000